

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Finance Business Partner x 3	<b>JE NUMBER:</b>
<b>DIRECTORATE:</b>	Finance	<b>BAND: 10</b>
<b>RESPONSIBLE TO:</b>	Group Accountant	
<b>RESPONSIBLE FOR:</b>	N/A	
<b>MAIN PURPOSE OF POST:</b>	<p>To act as a key financial advisor to specific service areas within the council, ensuring that financial resources are used effectively and aligned with strategic objectives. The role involves providing proactive financial support, analysis, and guidance to service managers, helping them to make informed decisions, manage budgets, and achieve value for money.</p> <p>To play a crucial role in budget setting, monitoring, and forecasting, ensuring financial control and sustainability.</p>	

### DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	<p>Financial Control and compliance</p> <ul style="list-style-type: none"> <li>• Ensure adherence to financial regulations financial controls, policies, and procedures.</li> <li>• Maintain up-to-date knowledge of changes in financial regulations and accounting standards applicable to local government.</li> <li>• Assisting with the delivery of the Section 151 Officer's statutory responsibilities in support of the Council's operating model. Ensuring that internal controls are established and working to meet S151 responsibilities.</li> </ul>
2.	<p>Work directly with service managers to understand their financial needs, providing expert financial advice and support to help them manage their budgets effectively and achieve service delivery targets.</p>
3.	<p>Produce and present clear and concise financial reports for service managers, senior management, and committees, presenting financial information in a way that supports decision-making.</p>
4.	<p>Financial Advice and Decision Making</p> <ul style="list-style-type: none"> <li>• Use analysis and insight to support business and investment activities and option appraisals.</li> <li>• Support the development of financial modelling and business case development.</li> <li>• Provide assistance to budget holders by responding proactively responding to queries, offering guidance on financial processes, and ensuring that financial information is clear and accessible.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide advice and analysis to ensure that service areas deliver value for money, identifying opportunities for cost savings, efficiencies, and improved financial performance.</li> </ul>
5.	<p>Financial Planning and Analysis:</p> <ul style="list-style-type: none"> <li>• Support the annual budget-setting process, providing detailed financial analysis, scenario planning, and advice to ensure that service budgets are realistic and aligned with the council's financial strategy</li> <li>• Carry out regularly monitoring of service budgets, identify variances, and work with service managers to develop action plans for managing overspends or achieving efficiencies</li> <li>• Prepare regular financial forecasts, including mid-year and year-end projections, to provide senior management with an accurate picture of financial performance and potential risks</li> </ul>
6.	Work with service managers to identify financial risks and develop mitigation strategies, ensuring that financial risks are effectively managed and reported.
7.	Completion of grant claims and returns in accordance with internal and statutory timelines
8.	Support with the delivery of financial training and advice to non-financial staff.
9.	Identify and implement improvements in financial processes, systems, and reporting to enhance the quality and efficiency of financial support provided to service areas.
10.	Work with other finance colleagues and departments to ensure a cohesive approach to financial management across the council Assist with ad hoc financial projects and duties as required. Provide financial advice and guidance to non-financial staff as needed.
11.	Any other duties deemed necessary applicable to the grade and responsibility level of the role.

**GENERAL – To be aware of and implement the following:**

**Equalities** – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

**Code of Conduct** – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

**Health & safety** – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

**Staff Development** - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

**Data Protection** – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

**Safeguarding Children and Vulnerable Adults** - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

**Climate Change** - The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

#### **SPECIAL FEATURES OF POST:**

Political Restriction	YES		NO	<b>X</b>
Vetting Checks e.g. Disclosure and Barring Service (DBS)	YES	<b>X</b>	NO	
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES		NO	<b>X</b>
You may be required to carry out those duties at your present workplace or at another council venue.	YES	<b>X</b>	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Finance Business Partner	<b>JE NUMBER:</b>	
<b>DIRECTORATE:</b>	Finance	<b>DATE:</b>	November 2024

<b>KNOWLEDGE / SKILLS / ABILITIES</b>		<b>Assessment Method</b> Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
<b>Essential</b>		
•	Thorough knowledge of local government finance and associated legislation, accounting standards and codes of practice	Application Form/Interview
•	Clear understanding of financial controls, financial and management accounting procedures and accounting protocols and practices	Application Form/Interview
•	Strong knowledge of financial planning, budgeting, and forecasting processes	Application form / Interview
•	Excellent analytical and problem-solving skills with the ability to interpret financial data and provide clear insight	Interview
•	Excellent written and oral communication and presentation skills including report writing.	Application Form/Interview
•	Proficient in using financial reporting tools and systems to produce high quality financial reports	Application Form/Interview
•	Ability to communicate financial information clearly and effectively to a range of stakeholders, both financial and non-financial	Application form / Interview
•	Ability to work independently and as part of a team and to manage multiple tasks and meet deadlines	Application Form/Interview
<b>EXPERIENCE</b>		
<b>Essential</b>		
•	At least 3 years' experience of working in a finance department, preferably within a public sector environment	Application Form/Interview
•	Proven experience of developing and maintaining financial models and business cases	Interview
•	Proven experience of undertaking financial analysis and providing/ presenting financial advice to financial and non-financial audience	Interview
•	Experience of financial reporting, performing reconciliations and producing high quality working papers	Application

		Form/Interview
•	Experience of working with Financial Management Systems and associated reporting tools, preferably with a public sector environment	Application Form/Interview
<b>QUALIFICATIONS</b>		
<b>Essential</b>		
•	Fully or part qualified accountant (CCAB)/or AAT with significant experience	Application Form
•	Evidence of continuous professional development by relevant professional, or management training and experience	Application Form/Interview
<b>QUALIFICATIONS</b>		
<b>Desirable</b>		
•	CIPFA Finance Business Partner Qualification	Application Form/Interview
<b>OTHER REQUIREMENTS</b>		
<b>Essential</b>		
•	To display the council's values and behaviours when carrying out the job role	Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Interview
<b>COMPETENCY REQUIREMENT:</b>		
<b>Seeing the Big Picture</b>	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
<b>Level: 2</b>		
<b>Changing and improving</b>	People who are effective in this area take initiative, are innovative and seek out opportunities to create	Interview

<b>Level: 2</b>	<p>effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	
<b>Making Effective Decisions</b>	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
<b>Level: 2</b>		
<b>Leading &amp; communicating</b>	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	Interview
<b>Level: 2</b>		
<b>Collaborating and partnering</b>	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
<b>Level: 2</b>		
<b>Developing self</b>	Effectiveness in this area is having a strong focus on	Interview

<b>and others</b>	<p>continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	
<b>Level: 2</b>		
<b>Delivering Value for Money</b>	<p>Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	Interview
<b>Level: 2</b>		
<b>Managing a Quality Service</b>	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services</p>	Interview
<b>Level: 2</b>		
<b>Delivering at Pace</b>	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p>	Interview

**Level: 2**

For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly